



Checklist for DS-5504 Name Change, Data Correction, or Replace Limited Issued Passport



Client Legal Services processes name change/data correction/limited issued passport replacement applications for tourist passports on a walk-in basis during normal duty hours. Name change/data correction/limited issued passport replacement applications for official/no-fee passport applications can only be submitted on an appointment basis, and you may call our office at 738-8111 to schedule an appointment. The required forms vary based on the applicant's status. Below is a general checklist that will cover most situations, and you must refer to specifics listed on the attached pages, or on our website at:
<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>.

1. ____ Form DS-5504 (Application Name Change/Data Correction/limited issued replacement passport).
2. ____ US Passport.
3. ____ Evidence of applicant's name change/data correction/limited issue instructions.
4. ____ Passport Photograph(s) (**for name change applications only**).
5. ____ Evidence of parents/guardians relationship to the applicant (**applicants age 15 and younger**).
6. ____ Photocopies of valid picture IDs.
7. ____ Documentary proof of entitlement to official/no-fee passport (**official/no-fee passport application only**).
8. ____ DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa) (**official/ no-fee passport application only**).
9. ____ Request to Expedite Passport Application (**official/no-fee passport application only**).

To ensure all proper documentation is submitted, it is recommended that you bring the first page of this checklist along with you when submitting the passport application to Client Legal Services. See the following pages for a more detailed explanation of the above required items, or visit our website at:

<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>

To submit a Form DS-5504 Application one of the following must apply:

- Your passport was issued less than one (1) year ago, AND your name has been legally changed due to marriage or court order, or
- Your passport is currently valid and has a printing error or incorrect date of birth, or
- Your passport was issued less than one (1) year ago, AND you are replacing a “limited” passport

If none of the above situations apply, you may be eligible to submit Form DS-11 or Form DS-82.

To submit a Form DS-5504 Application through Client Legal Services:

- The applicant must appear in person.
- If the applicant is a minor (age 17 and under), both parents must appear in person with the applicant.

If you cannot meet the above requirements, you cannot submit your application through Client Legal Services, and must submit your application directly with American Citizen Services at the US Embassy.

EXPLANATION OF CHECKLIST

1. Form DS-5504. A link to the form, along with specific instructions on how to properly complete the form, are available on our website. The form should be completed on-line, contain a bar code in the upper left corner of the first page, and printed on a laser quality printer on single-sided paper only. The form cannot have any manual changes after being printed, cannot be pre-signed, and all signatures must be witnessed by an authorized acceptance agent at Client Legal Services.

2. US Passport. You must submit your original passport with your application.

3. Evidence of applicant’s name change/data correction/limited use passport letter (one of the following original documents, as appropriate):

- Marriage Certificate (certified with raised seal)
- Court Ordered Name Change (certified with raised seal)
- US Birth Certificate (certified with raised seal) (full document, not summarized or card version)
- Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)
- Certification of Birth (Form DS-1350) (Issued by US State Department)
- Naturalization Certificate (Issued by US Department of Homeland Security)
- Certificate of Citizenship (Issued by US Department of Homeland Security)
- Letter of instruction regarding the issuance of a limited use passport.

4. Passport photograph(s) (**for name change applications only**):

- Tourist passport application: One (1) photograph in normal street attire.
- Official/No-Fee passport application: Two (2) photographs in conservative clothing (no t-shirts/tank-tops).

The photograph(s) for a US passport must conform as follows:

- The photograph(s) must be identical.
- The photograph(s) must be in color.
- The photograph(s) must be two (2) inches x two (2) inches in size (with no borders).
- The photograph(s) must have been taken within the past six (6) months, showing current appearance.
- The photograph(s) must display full face, front view, with plain white or off-white background.
- The distance from the bottom of the chin to the top of the head must be between one 1 inch and 1-3/8 inch.
- The photograph(s) cannot display any clothing that resembles military attire or color
- The same photograph(s) cannot be used for different types of passports
- The photograph cannot show any features of anyone holding the child (**newborn child only**).
- A white sheet/blanket must cover the baby’s body from the lower neck down (**newborn child only**).
- The photograph must display the baby with clearly open eyes (**newborn child only**).
- Vending machine photographs are generally not acceptable, and photograph should be printed on a laser quality printer.

DO NOT attach photograph(s) to passport or visa applications.

5. Evidence of parents/guardians relationship to the applicant (one of the following):
 - US Birth Certificate (certified with raised seal) (full document, not summarized or card version)
 - Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)
 - Certification of Birth (Form DS-1350) (Issued by US State Department)
 - Adoption Decree (court certified with raised seal)
 - Court Order (certified with raised seal) establishing custody.
 - Court Order (certified with raised seal) establishing guardianship.
6. Photocopies of valid picture IDs:
 - Minor Child application (age 15 and younger): One (1) photocopy of father's and mother's picture IDs.
 - First-Time Adult application (age 16 and older): One (1) photocopy of applicant's picture ID.The photocopies of picture IDs must conform as follows:
 - Photocopied on regular 8-1/2" x 11" white paper (in color or black & white).
 - Photocopied with both front and back of ID on the same side of the sheet of paper.
 - Photocopy must display clearly recognizable face(s)
 - Images may be larger than original image, but cannot be smaller.
7. Documentary proof of entitlement to official/no-fee passport:
 - Active duty servicemembers:
 - Copy of assignment orders with all amendments and extensions (and one of the following):
 - Copy of regulatory authority requiring official passport.
 - Command memorandum listing specific countries of travel requiring an official passport for entry.
 - Family members of military servicemembers: Command-sponsorship orders listing applicant (to include amendments and extensions).
 - DoD civilian employees and family members (all of the following):
 - DD Form 1614 (Permanent Duty Travel Order)
 - Letter of Employment (signed by CPAC)
 - DD Form 1617 (Transportation Agreement signed by CPAC) or DA Form 5369-R (Rotation Agreement signed by CPAC)
 - DoDDS Teachers and family members:
 - DD Form 1614 (Permanent Duty Travel Order)
 - Letter of Employment (signed by DODDS Korea District).
 - DD Form 1616 (Transportation Agreement signed by DODDS Korea District).
8. DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa). The form, along with specific instructions on how to properly complete the form, are available on our website.
9. Request to expedite official/no-fee passport application. The format for this memorandum is available on our website.

ADDITIONAL COMMENTS

Original records submitted with your passport application will be forwarded with the passport application, and will be returned to you at the same time as the new passport.

Turn-around time for tourist passports is approximately two (2) to three (3) weeks.

Turn-around time for official/no-fee passports is approximately eight (8) to ten (10) weeks.

You may receive a call from "ACS" informing you that your passport is ready for pick-up. Although the Army has an ACS office (Army Community Services) here on Yongsan, the US Embassy also has an ACS office (American Citizen Services), and it's the US Embassy's ACS office that makes calls regarding passports. If notified by "ACS" that your passport is ready for pick-up, it means that your passport is available for pick-up from the US Embassy only, and you should not go to Army Community Services or come to Client Legal

Services looking for your passport. Client Legal Services normally picks up passports from the US Embassy weekly on Wednesdays, and will notify you if your passport is ready for pick-up from our office.

Finally, Client Legal Services does not maintain passports for an indefinite period. As an applicant, or sponsor of an applicant, it's your responsibility to provide proper contact information and follow up in a reasonable period based on the above turn-around times to pick up your passport(s). Passports not picked up in a reasonable time period, without a valid reason, are returned to the US Embassy as unclaimed for disposal.